

**CITY OF SAN ANTONIO AVIATION DEPARTMENT  
DBE PROGRAM UNDER 49 CFR PART 26**

This DBE Program supersedes guidance issued by the operating administrations under former Part 23. It does not address the separate DBE Program for airport concessionaires, which shall be administered in accordance with 49 CFR Parts 23 and 26 (Attachment A).

**DBE PROGRAM**

**Definitions of Terms**

The terms used in this Program have the meanings defined in 49 CFR 26.5.

**Objectives /Policy Statement (26.1, 26.23)**


The City of San Antonio Aviation Department (hereafter known as the City) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts; and
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

Ms. Norma Flores has been designated as the DBE Liaison Officer (hereafter referred to as "DBELO"). In that capacity, DBELO is responsible for implementing all aspects of the DBE Program. Implementation of the DBE Program is accorded the same priority as compliance with all other legal obligations incurred by the City in its financial assistance agreements with the Department of Transportation.

The City has disseminated this policy statement to the FAA and all the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts by way of City Ordinance via public announcements, including policy statements in each request for bids, request for proposals, etc.

  
\_\_\_\_\_  
Kevin C. Dolliole  
Aviation Director  
City of San Antonio Aviation Department

Date: 10-29-02

**CITY OF SAN ANTONIO AVIATION DEPARTMENT  
DBE PROGRAM**

**Nondiscrimination. (26.7)**

The City will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE Program, the City will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE Program with respect to individuals of a particular race, color, sex, or national origin.

**DBE Program Updates (26.21)**

The City's Aviation Department will continue to carry out this Program until all funds from DOT financial assistance have been expended. It will provide to DOT updates representing any significant changes in the Program.

**DBE Liaison Officer (DBELO) (26.25)**

We have designated the following individual as our DBE Liaison Officer:

Ms. Norma Flores  
9800 Airport Blvd.  
San Antonio, TX 78216  
(210) 207-3505  
[nflores@sanantonio.gov](mailto:nflores@sanantonio.gov)

In this capacity, DBELO is responsible for implementing all aspects of the DBE Program and ensuring that the City complies with all provisions of 49 CFR Part 26. DBELO has direct, independent access to San Antonio International Airport's Aviation Director and CEO, Kevin C. Dolliole, concerning DBE Program matters. DBELO has access to a full-time secretarial staff, as well as the assistance of the City's Small Business Economic Development Advocacy (SBEDA) Office, which is under the guidance of the Small Business Outreach Division of the Economic Development Department. (This Division of the Economic Development Department provides assistance with the City's local Minority/Woman-Owned and Disadvantaged Business Program.). An organizational chart displaying the DBELO's position within the Aviation Department is found in Attachment B to this Program.

DBELO is responsible for developing, implementing and monitoring the DBE Program, in coordination with other appropriate officials. Duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this Program.
3. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner by working with the Properties and Planning and Engineering Divisions of the Aviation Department.
4. Assures that DBE goals are included in procurement, construction, and professional services contracts (both race-neutral methods and contract-specific goals) and monitors results.
5. Analyzes the City's progress toward goal attainment and identifies ways to improve progress.
6. Participates in pre-bid and pre-construction meetings.
7. Advises the Director on DBE matters and achievement.
8. Participates with the Project Control Manager to determine contractor compliance with good faith efforts.
9. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Plans and participates in DBE training seminars.

11. Assists the South Central Texas Regional Certification Agency in expediting certification of DBEs according to the criteria set by DOT and acts as liaison to the Uniform Certification Process in the State of Texas.
  12. Provides outreach to DBEs and community organizations to advise them of opportunities.
- [Note: City of San Antonio SBEDA Program and the South Central Texas Regional Certification Agency (SCTRCA) assists the DBELO with various aspects of the program, i.e., maintaining and providing an updated Directory of DBEs, acting as the certifying agency for the DBE Program, etc. The SCTRCA follows all federal guidelines as mandated by 49 CFR Part 26. ]*

#### **Federal Financial Assistance Agreement Assurance (26.13)**

The City has signed the following assurance, applicable to all DOT-assisted contracts and their administration:

The City shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The City shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The City's DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the City of its failure to carry out its approved Program, the Department may impose sanctions as provided under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

#### **DBE Financial Institutions (26.27)**

It is the policy of the City to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. We have made the following efforts to identify and use such institutions: compiling a listing of banking and/or financial institutions maintained by Economic Development Department, and referring firms in need of financial assistance to the appropriate source. We have identified, among others, the following institutions and agencies: San Antonio Local Development Corporation, and Accion Texas, SBA, Plaza Bank, Frost Bank, Bank One, Bank Of America, Nations Bank, Norwest Bank, Broadway Bank, Security National Bank, Laredo National Bank, First Union, Jefferson State Bank, Compass Bank. Information on the availability of such institutions can be obtained from the DBE Liaison Officer, or by calling San Antonio Local Development Corporation: (210) 207-3932.

#### **Required Contract Clauses (26.13, 26.29)**

##### **Contract Assurance**

The City of San Antonio Aviation Department will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the City of San Antonio deems appropriate.

##### **Prompt Payment**

The City of San Antonio Aviation Department will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 15 days from the receipt of each payment the prime contractor receives from the City. The prime contractor agrees further to return retainage payments to each

subcontractor within 15 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the City. This clause applies to both DBE and non-DBE subcontractors.

**Directory (26.31)**

The South Central Texas Regional Certification Agency (SCTRCA) maintains a directory identifying all firms eligible to participate as DBEs. The directory lists the firm's name, address, phone number, date of most recent certification, and the type of work the firm has been certified to perform as a DBE. The Aviation Department and DBELO have access to the Directory via the secured Internet site and copies are available to contractors at pre-bid meetings. The Directory is also available as follows: by contacting the Airport DBELO (210) 207-3505, or the Small Business Outreach Office of the Economic Development Department at 215 S. San Saba, Suite 102, San Antonio, TX. 78207, Phone (210) 207-3915. A sample Directory may be found in Attachment C to this program document.

**Overconcentration (26.33)**

The City has not identified any overconcentration of any type of work that would unduly burden the opportunities of non-DBE firms to participate in airport specific work. Should such be identified in the future, measures to correct the effects of overconcentration will be presented to DOT-FAA for consideration.

**Business Development Programs (26.35)**

The City provides business assistance in the form of start-up guidance, technical assistance, informational resources, business workshops and seminars, help in bidding on federal, state, and local government contracts, specialized business counseling, licensing and permitting assistance. Sole Proprietors, Corporations, and Partnerships from Bexar County and the surrounding 12-county area wishing to receive assistance through any or all of our programs may contact the DBELO (210) 207-3505, or the Small Business Outreach at (210) 207-3915. Interested parties may also visit the Business Assistance Focus Center located at 215 S. San Saba, San Antonio, TX 78207. Interested parties may obtain further information at [www.sanantonio-airport.com](http://www.sanantonio-airport.com) or [www.sanantonio.gov/edd](http://www.sanantonio.gov/edd)

**Monitoring and Enforcement (26.37)**

The City will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109. The City also will consider similar action under its own legal authorities, including responsibility determinations in future contracts. In accordance with the City's Default Remedies and Violations of Contract Clauses, a contractor that willfully violates or refuses to observe any of the conditions, provisions or stipulations of City of San Antonio contracts or the specifications, or is executing the same in bad faith or not in accordance with the terms thereof the Contractor will be ordered to discontinue all work under the contract and/or the contract will be terminated. Additionally, one general provision in City of San Antonio contracts requires contractors to comply with all Federal Regulations and incorporates the San Antonio Compliance Manual into construction.

**Quotas (26.43)**

The City does not use quotas in any way in the administration of this DBE Program.

**Setting Overall Goals (26.45)**

The City's Aviation Department will annually establish overall goals if the City anticipates that it will award prime contracts exceeding \$250,000 in FAA funds in a Federal fiscal year in accordance with the 2-Step Process specified in 49 CFR Part 26.45. If the City does not anticipate awarding more than \$250,000 in FAA funds in prime contracts within the Federal fiscal year, the Aviation Department will not develop an overall goal. However, the existing

DBE Program will remain in effect and the City will seek to fulfill the objectives outlined in 49 CFR Part 26.1 (See page 1 for the objectives the DBE Program.)

**Process:**

The City will annually establish overall goals in accordance with the 2-Step Process specified in 49 CFR Part 26.45. The first step is to determine the relative availability of DBEs in the San Antonio International Airport (SAT) market area, "base figure" (See Attachments C & D for the market area). Step 2 is to adjust the "base figure" percentage from Step 1 so that it reflects as accurately as possible the DBE participation the City would expect in the absence of discrimination based on past participation (Attachment E), a disparity study and/or information about barriers to entry or past competitiveness of DBEs on projects. The goal methodology, to include Method, Amount and Breakdown of Overall Goal, is shown in Attachment F.

The City will adjust the estimated breakout of race-neutral and race-conscious participation as needed to reflect actual DBE participation [see 26.51(f)] and will track and report race-neutral and race-conscious participation separately.

For reporting purposes, race-neutral DBE participation includes, but is not necessarily limited to, the following:

- DBE participation through a prime contract a DBE obtains through customary competitive procurement procedures;
- DBE participation through a subcontract on a prime contract that does not carry a DBE goal;
- DBE participation on a prime contract exceeding a contract goal; and
- DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

The City's Aviation Department will submit its overall goal to DOT on August 1 of each year that it plans to award prime contracts exceeding \$250,000 in FAA funds in a Federal fiscal year.

Before establishing the overall goal, the Aviation Department will consult with minority, women's and general contractor groups, community organizations, and other officials or organizations to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, the Aviation Department will publish a notice of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the City's Aviation Department for 30 days following the date of the notice, and informing the public that the City and DOT will accept comments on the goal for 45 days from the date of the notice. Normally, the City will issue this notice by June 1 of each year that it is required to submit a goal. The notice will include addresses to which comments may be sent and addresses (including offices and web site) where the proposal may be received. The notice will be published in general circulation and minority-focus media, as well as the Aviation Department's web site and trade association publications.

Our overall goal submission to DOT will include a summary of information and comments received during this public participation process and our responses (see Attachment G). Updated Goal Methodology and its associated attachments (Attachments C, D, E, F and G) will be submitted to DOT on August 1 of each year.

The City will begin using its overall goal on October 1 of each year, unless it has received other instructions from DOT.

**Means for Meeting Contract Goals (26.51)**

The city will attempt to meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement procedures, is awarded a subcontract on a prime contract that does not carry a DBE goal, or even if there is a DBE goal, wins a subcontract from a prime contractor that did not consider its DBE status in making the award (e.g. a prime contractor uses a strict low bid system to award sub contracts).

Race-neutral means may include some of the following:

- Arranging solicitations to facilitate DBE and other small businesses participation (e.g. unbundling large contracts to make them more accessible to small businesses, encouraging prime contractors to subcontract portions of work that they might otherwise perform with their own forces);
- Providing services to help DBEs and other small businesses to obtain bonding, insurance and financing;
- Providing technical assistance and other services; and
- Ensuring distribution of DBE Directory, through print and electronic means, to the widest feasible universe of potential prime contractors.

The City will use contract goals to meet any portion of the overall goal the City does not project being able to meet using race-neutral means. Contract goals are established so that, over the period to which the overall goal applies, they will cumulatively result in meeting any portion of our overall goal that is not projected to be met through the use of race-neutral means.

The City will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. The City need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work).

The City will express its contract goals as a percentage of the total amount of a DOT-assisted contract.

#### **Good Faith Efforts (26.53)**

##### **Information to be submitted**

The City treats bidder/offers' compliance with good faith effort requirements as a matter of responsiveness. Each solicitation for which a contract goal has been established will require the bidders/offers to submit the following information

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participation;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment;
6. If the contract goal is not met, evidence of good faith efforts; and
7. The information shall be submitted before or at the time of the bid.

##### **Demonstration of good faith efforts**

The obligation of the bidder is to make good faith efforts. The bidder can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The following personnel are responsible for determining whether a bidder/offers who has not met the contract goal has documented sufficient good faith efforts to be regarded as responsive: **DBELO (San Antonio International Airport, 9800 Airport Blvd. San Antonio, TX 78216).**

The City's Aviation Department will ensure that all information is complete and accurate and will document the bidder's good faith efforts before it commits to the performance of the contract by the bidder.

### **Administrative Reconsideration**

The City of San Antonio has set forth in the DBE Program that within **5 working days** of being informed by the City that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offerer may request reconsideration. As part of this reconsideration, the bidder will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder will have the opportunity to meet in person with our reconsideration official, **Aviation Director, Mr. Kevin Dolliole, 9800 Airport Blvd., San Antonio Texas, 78216**, to discuss the issue of whether it met the goal or made adequate good faith efforts to do. The City will send the bidder a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. Mr. Dolliole, who is an official who does not normally take part in the original good faith determination, will make the final decision on reconsideration. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

### **Good Faith Efforts When a DBE is Replaced on a Contract**

The City will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The City will require the prime contractor to notify the DBELO immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, the City will require the prime contractor to obtain its prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

### **Counting DBE Participation (26.55)**

The City will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

### **Certification (26.61 - 26.91)**

The City will use the services of the SCTRCA, which uses the certification standards of Subpart D of Part 26 and the certification procedures of Subpart E of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. The City will make its certification decisions based on the facts as a whole.

### **Process**

The City uses the certification application form and documentation requirements found in *Attachment I* of this Program. For information about the certification process or to apply for certification, firms need to contact The South Central Texas Regional Certification Agency (SCTRCA), 301 S. Frio, Suite 201, San Antonio, TX 78207. Phone: (210) 227-4722.

Should the City propose to remove a DBE's certification, it will follow procedures consistent with 26.87. *Attachment I* to this Program sets forth these procedures in detail. To ensure separation of functions in a decertification, we have determined that the DBELO will serve as the decision-maker in decertification proceedings. An administrative "firewall" has been established to ensure that the DBELO will not have participated in any way in the decertification proceeding against the firm (including in the decision to initiate such a proceeding).

If a firm's application is denied or it is decertified, it may not reapply until 12 months have passed from our action.

### **Unified Certification Program (UCP)**

A "unified certification" process, herein referred to as the Texas Unified Certification Program ("TUCP"), was created in response to a mandate to implement a "one stop" certification process for DBEs. Six certifying agencies have agreed to perform the certification of DBEs within the State of Texas. The six agencies are: Texas Department of Transportation (TxDOT), North Central Texas Regional Certification Agency, South Central Texas Regional Certification Agency, City of Houston, City of Austin, and Corpus Christi Regional Transportation Authority. Each certifying entity will maintain and process all DBE applications in their designated area throughout the state.

The City is a member of the Texas Unified Certification Program (TUCP), which utilizes the services of the South Central Regional Certification Agency (SCTRCA) to administer the program, along with the six other certifying entities in the State of Texas. The TUCP will meet all of the requirements of section 26.81. The City will recognize all DBEs certified by the TUCP throughout the entire State of Texas.

#### **Certification Appeals**

Any firm or complainant may appeal our decision in a certification matter to DOT. Such appeals may be sent to:

Department of Transportation, Office of Civil Rights, Certification Appeals Branch, 400 7th St., SW,  
Room 2104, Washington, DC 20590

The City will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for its DOT-assisted contracting (e.g., certify a firm if DOT has determined that our denial of its application was erroneous).

#### **"Re-certifications"**

The City will review the eligibility of DBEs that it certified under former Part 23, to make sure that they meet the standards of Subpart D of Part 26. The City will complete this review no later than three years from the most recent certification date of each firm.

For firms that the City has certified or reviewed and found eligible under Part 26, it will again review their eligibility every three years. These reviews will include having the firm fill out a re-certification affidavit, and conducting an on-site review. *For details, see Attachment I, Section VIII "Certification Procedures".*

#### **"Statement of No Change" Affidavits and Notices of Change**

All DBEs are required to inform the SCTRCA, in a written affidavit, of any change in its circumstances affecting its ability to meet size, disadvantaged status, ownership or control criteria of 49 CFR Part 26 or of any material changes in the information provided with the DBE's application for certification.

All owners of all certified DBEs are required to submit, on the anniversary date of their certification, a "no change" affidavit meeting the requirements of 26.83(j). The text of this affidavit is the following:

"I, \_\_\_\_\_ (name of contact/owner) hereby swear that the foregoing statements are true and correct and that I am including all material necessary to identify and explain the operations and ownership of \_\_\_\_\_ (Name of Firm). Further, I agree to provide current, complete, and accurate information regarding actual work performed on the project, the payment thereof, and any proposed changes of the foregoing arrangements. This information will be provided through the prime contractor or directly to the SCTRCA in the absence of a prime contractor. I also agree to permit the audit and examination of books, record, and files of the named firm. I understand that any material misrepresentation will be grounds for contract termination, de-certification, and for initiating action under federal or state law concerning false statements."

DBEs are required to submit with this affidavit documentation of the firm's size and gross receipts.

SCTRCA will notify all currently certified DBE firms of these obligations (see Attachment I, Section VIII). This notification will inform DBEs that to submit the "no change" affidavit, their owners must swear or affirm that they meet all regulatory requirements of Part 26, including personal net worth. Likewise, if a firm's owner knows or should know that he or she, or the firm, fails to meet a Part 26 eligibility requirement (e.g., personal net worth), the obligation to submit a notice of change applies.

#### **Personal Net Worth**

All disadvantaged owners of applicants of currently certified DBEs, whose eligibility under Part 26 that the SCTRCA reviews, are required to submit a statement of personal net worth upon the Certification review of each firm. Attachment I sets forth the personal net worth form, and the documentation respondents must submit with it.



## **Information Collection and Reporting**

### **Bidders List**

The City's Public Works Department maintains a bidder's list and the City's Economic Development Department maintains records consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The Aviation Department is looking into consolidating this information into single database with the understanding that the purpose of this requirement is to allow use of the bidder's list approach to calculating overall goals. The City will collect this information in the following ways:

- In contracts over \$200,000 the City requires a clause in the RFP requiring prime bidders to report the names, addresses, DBE status, of all firms.
- The City maintains a bidder's list, which monitors all firms that contract with the City.
- The bidder's list includes the name, address, DBE status, and age. Presently, we do not ask for the annual gross receipts for DBE and Non-DBE firms on bid documents; however, we plan to begin collecting this information through the SCTRCA Office.
- The City also helps monitor a database of Certified Minority/Women-Owned and Disadvantaged Business Enterprises. The main database is maintained and revised by the SCTRCA Office.

### **Monitoring Payments to DBEs**

The City will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. Any authorized representative of the City or DOT will make these records available for inspection upon request. This reporting requirement also extends to any certified DBE subcontractor.

The City will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

The City will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

### **Reporting to DOT**

The City will report DBE participation to DOT annually using DOT Form 4630, as modified for use by FAA recipients.

### **Confidentiality**

The City will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

**Attachments**

- A.) Federal Register/Vol. 64, No. 123/Monday, June 28, 1999/49 CFR Part 23 and 26**
- B.) Organizational Chart of the City of San Antonio Aviation Department**
- C.) SCTRCA Categorical Directory of Certified Disadvantage (DBE) Businesses**
- D.) 2000 County Business Patterns for Bexar County Texas (Census Database Categories by NAICS Codes/  
Airport Verification of NAICS Codes)**
- E.) San Antonio International Airport Historical DBE Accomplishments**
- F.) Overall DBE Goals and Methodology for San Antonio International Airport**
- G.) Summary of Information & Comments Received from Public Participation In Setting of Overall Goal  
Process**
- H.) South Central Texas Regional Certification Agency (SCTRCA) Standards and Procedures Manual May  
1999**
- I.) Texas Unified Certification Program (TUCP) Standards and Procedures**